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MEMORANDUM FOR: Acting Deputy Director (Administration)

FROM : Chief of Logistics

SUBJECT : Proposed move of the Office of Operations to
Quarters Eye

1. Reference is made to the memorandums of 1 March 1954, from the Assistant Director, Office of Operations to the Deputy Director (Intelligence) and of 8 March 1954, from the Deputy Director (Intelligence) to the Acting Deputy Director (Administration) concerning the proposed consolidation of all Office of Operation activities in Quarters Eye.

2. While the objective of such a consolidation is most commendable, the total net usable space in the building (62,700 square feet) will not accommodate the combined functions whose known requirements are as follows:

STATSPEC

AD/00 and Contact	13,370 sq. ft.
Sovmat	810
FDD	37,550
[REDACTED]	13,995*
Total	65,725 sq. ft.

*Urgently required additional space of 2,390 square feet included in this figure.

3. Space in Quarters Eye is presently occupied by Logistics Office, 20,035 square feet; TSS, 19,695 square feet; [REDACTED] 11,605 square feet; WH, 10,445 square feet; Medical Office, 590 square feet; Security Office, 330 square feet. Requests from the four major components for a total of approximately 10,000 square feet of additional space have been under consideration for some time.

STATSPEC

4. Since less than 10,000 square feet remains to be assigned to this Agency in Barton Hall, it is readily apparent that neither those elements of LO nor TSS presently situated in Quarters Eye can be adequately accommodated in the former building.

5. A thorough check of the space situation in the I, J, K, and L Buildings reveals that space is not available for the WH Division.

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The assignment of additional space to DD/P elements in the aforementioned buildings has been one of the primary factors in the current series of Agency-wide moves. Officials of DD/P have previously indicated something less than complete satisfaction with the adequacy of the additional assignment.

6. Planning has been directed towards an attempt to combine elements of the Logistics Office in Quarters Eye in a manner similar to that accomplished in Curie Hall for the Office of Personnel and presently being implemented in Alcott Hall with respect to the Comptroller functions. Space in the 2430 E Street area has been allocated largely to DD/I elements; the Security Office has been assigned contiguous space in Tempo "I" Building and the Office of Training functions are combined in so far as possible in the West Potomac Park area. This planning would, of course, be disrupted should a portion of Logistics Office elements in Quarters Eye be moved to Barton Hall since all elements of this Office can be combined in Quarters Eye. The move of LO to Barton Hall would result in locating its various components in Alcott Hall, Quarters Eye and Barton Hall.

7. Thorough consideration has been given, however, to the proposal that elements of either LO or TSS be moved to Barton Hall in order to provide space for a direct move of the AD/OO, Contact Division, and Sovmat Staff to Quarters Eye. FDD has been removed from further consideration since it is apparent that space cannot be made available for this activity in Quarters Eye. Moving LO from Quarters Eye to Barton Hall would only serve to further disperse this operation and contribute nothing to the overall efficiency of this Office.

8. In considering the possibility of moving certain elements of TSS to Barton Hall in order to provide the space requested by OO, a comparative study of time and costs was made as follows:

a. TIME.--The importance of timing in these moves cannot be overemphasized since the release of space presently occupied by the AD/OO and Contact Division in South Building is essential to the start of the proposed move of the DCI. All but a very small portion of the space originally proposed for the OO move to Barton Hall is now vacant and ready for alterations. If the alternate proposal to move TSS to Barton Hall is accepted, a further delay would be encountered in preparing space thus vacated in Quarters Eye for occupancy by OO elements. It is estimated that it will require approximately one month to prepare the Barton Hall space for OO occupancy. The same approximate amount of time would be required to accomplish TSS renovations in this building. However, OO would have to wait until TSS moved from Quarters Eye before their renovations could be started. Assuming the OO alterations in Quarters Eye would

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consume three to four weeks, it can be readily appreciated that the starting date on the South Building alterations would, of necessity, be delayed for an additional month.

b. COSTS.--It is estimated that it will cost approximately \$19,985.00 to prepare the space and effect the move of TSS elements from Quarters Eye to Barton Hall as compared to estimated costs of \$18,855 for the move of OO to Barton Hall as itemized in the memorandum of 8 March 1954 from the Chief, Logistics Office to ADD/A, subject, "Proposed Move of DCI to South Building." The following is an itemized breakdown of the TSS costs:

Partition Removal	500 lineal feet @ \$1.50	\$ 750.00
Partition Installation	225 lineal feet @ \$10.00	2,250.00
Painting	25 bays @ \$20.00	500.00
Electrical	5 new 220 V outlets @ \$45.	225.00
	30 new standard outlets @ \$25.	750.00
	20 fixtures added @ \$22.	440.00
Shoring	40 bays @ \$200.	8,000.00
Vaulting	44 grilles @ \$40.	1,760.00
	175 lin. ft. expanded metal @ \$5.	875.00
	40 lin. ft. expanded metal partitions @ \$10.	400.00
	2 vault-type doors @ \$75.	150.00
Soundproofing	13 bays - 1380 sq. ft. @ .41	565.00
	200 sq. ft. @ .10	20.00
Plumbing	2 sinks installed @ \$175.	350.00
	ventilation for shops	200.00
Telephone Charges		350.00
Laborers and Trucks		2,400.00
	Total	\$19,985.00

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9. RECOMMENDATIONS---

a. That the Office of the Assistant Director for Operations, Contact Division and Sovmat Staff be moved to Barton Hall as soon as space can be prepared.

b. That upon evacuation of the South Building by OO and completion of certain internal space adjustments by the Office of National Estimates, alterations be started in conjunction with DCI occupancy.

c. That upon removal of TSS to the [REDACTED] additional 25X1A6a space as previously indicated be assigned to [REDACTED] and LO in Quarters Eye and that the Transportation and Real Estate and Construction Division of LO be moved to Quarters Eye, thus completing the consolidation of LO activities in this building as planned. The proposed distribution of space at that time would be as follows:

STATSPEC	To be released by TSS		19,695 sq. ft.
	[REDACTED] (Expansion)	2,390 sq. ft.	
	LO (Expansion)	5,200	
	Transportation Division, LO	3,600	
	Real Estate & Const. Div., LO	<u>3,700</u>	
			14,890 Total Assigned
			<u>4,805</u> Bal. Unassigned

d. That should the Assistant Director for Operations at that time still desire his Office, Contact Division and Sovmat Staff be adjacent to [REDACTED] the WH Division be moved to Barton Hall and the move of the aforementioned OO elements to Quarters Eye be effected. The proposed reallocation of space in Quarters Eye in the event such a determination should be made is as shown below:

	To be reassessed by WH Division	10,445 sq. ft.
	Then Unassigned	<u>4,805</u>
	Total available	15,250 sq. ft.
Assigned to AD/OO, Contact, and Sovmat		<u>14,180</u>
	Balance unassigned	1,070 sq. ft.

It should be noted that the costs of such a move would approximate the original expenditure of about \$18,000 for the move of OO elements to Barton Hall, plus an estimated charge of approximately \$2,500.00 for the move of the WH Division.

LO/SM&F/JDK:rk (12 March 1954)

JAMES A. GARRISON

Distribution:

2 - Addressee ✓

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